

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD: JULY 1, 2003 - JUNE 30, 2004**

COUNTY OF SAN DIEGO  
 BOARD OF SUPERVISORS  
 2004 JUL 21 PM 3:19  
 THOMAS J. PASTUSZKA  
 CLERK OF THE BOARD  
 OF SUPERVISORS

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: MEDICAL EXAMINER - 2750

Division/Unit: All

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	1	Hours	192.3	X	\$17.19	=	\$3,305.64
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Types of work performed by GENERAL VOLUNTEERS in this category:

Reception duties: answered phones, filing, customer service

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	4	Hours	32	X	\$17.19	=	\$550.08
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Assist janitor in keeping building and parking lot clean, light office duties

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

Position	Hours	X	VCL	=	Dollar Benefit
Chaplain	1265		\$25.00		\$31,625.00
Toxicologist III	133.5		\$37.60		\$5,019.60
Chaplain	41.5		\$25.00		\$1,037.50

No. Vol.	3	Total Hours	1440	Total Value	\$37,682.10
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Chaplain

Assistance in Tox Lab

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>1</u>	<u>192.3</u>	<u>\$3,306</u>
<u>4</u>	<u>32</u>	<u>\$550</u>
<u>3</u>	<u>1440</u>	<u>\$37,682</u>

<b>TOTALS:</b>	<b>8</b>	<b>Total Hours</b>	<b>1664</b>	<b>Total Value</b>	<b>\$41,537.82</b>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

**TOTAL VALUE = \$0.00**

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 12 X Rate \$29.17 **\$350.04**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 6 X Rate \$28.41 **\$170.46**

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c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : \_\_\_\_\_ Cost: \_\_\_\_\_

Item : \_\_\_\_\_ Cost: \_\_\_\_\_

Item : \_\_\_\_\_ Cost: \_\_\_\_\_

TOTAL OF OTHER PROGRAM COSTS =

\$0.00

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$520.50

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a Total Dollar Benefits of Volunteers, Item 2d \$41,537.82

b. Total of Donations to Volunteer Program, Item 3 \$0.00

c. Subtract Total of program Costs, Item 4d \$520.50

**TOTAL PROGRAM BENEFIT:**

\$41,017.32

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6. **RECRUITING:**

Please describe your recruiting programs:

We use Public Service Workers recruited through the Probation Department. Due to the nature of our business and the amount of time supervision would entail, we do not generally recruit other volunteers.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2004-05:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to recruit Public Service Workers through the Probation Department as needed. Currently our volunteer chaplain continues to exceed our program needs and goals.

9. **GENERAL INFORMATION:**


Name of person completing report: Janis Shiery, Administrative Secretary

Phone: 858-495-5154 Mail Stop: O-10 E-Mail: Janis.Shiery@sdcounty.ca.gov

Volunteer Coordinator: Janet Enright, Admin Svcs/Support Mgr

Phone: 858-694-2901 Mail Stop: O-10 E-Mail: Janet.Enright@sdcounty.ca.gov

10. **DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

July 16, 2004  
DATE

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